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HIV PREVENTION PLANNING COUNCIL (HPPC)
Emerging Populations Committee
February 14, 2002
4:15 - 6:00pm
25 Van Ness Avenue, Suite 330B
San Francisco

AGENDA

- | | |
|---|--------------|
| 1. Refreshments and Socializing with all HPPC Members | 4:15-4:30 pm |
| 2. Welcome, Introductions, and Announcements | 4:30-4:40 pm |
| 3. Public Comment | 4:40-4:50 pm |
| 4. Scope of Work & Timeline (vote) | 4:50-5:10 pm |

Continuation of Committee Work

5/5



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REFERENCE BOOK

to be taken from the Library

5:10-5:25 pm

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s (vote)

airs (vote)

and Refreshment Priorities (vote)

on:

uate its process?

5:25-5:35 pm

5:35-5:45 pm

5:45-5:55 pm

11. Closing and Evaluation

5:55-6:00 pm

NOTE: All meetings are open to the public and are held in handicapped accessible facilities.
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AGENDA

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|---|--------------|
| 1. Refreshments and Socializing with all HPPC Members | 4:15-4:30 pm |
| 2. Welcome, Introductions, and Announcements | 4:30-4:40 pm |
| 3. Public Comment | 4:40-4:50 pm |
| 4. Scope of Work & Timeline (vote)
Description of Committee Work
Priority Setting Background
Possible Timeline
Discussion of Methods | 4:50-5:10 pm |
| 5. Committee Process | 5:10-5:25 pm |
| A. Roles of:
Committee
HPPC Members
Community Members
Committee Chair/Co-Chairs
HIV Prevention Staff
Technical Support
Process Evaluator
Logistical Support | |
| B. Decision Making Process (vote) | |
| 6. Elect Committee Chair/Co-chairs (vote) | 5:25-5:35 pm |
| 7. Select Regular Meeting Time and Refreshment Priorities (vote) | 5:35-5:45 pm |
| 8. Process Evaluation Discussion:
How should the committee evaluate its process? | 5:45-5:55 pm |
| 11. Closing and Evaluation | 5:55-6:00 pm |

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**EMERGING POPULATIONS COMMITTEE
MEETING MINUTES
FEBRUARY 14, 2002**

Present:

Armel Crocker
Lyn Fischer
Ed Gallagher
Steven Gibson
Paul Harkin

Jenn Kaufman
Tracey Packer
Dara Coan (Harder+Co)
Kevin Roe (CHSG)

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1. Welcome and Announcements:

Jenn welcomed the group at 4:30 p.m. and asked everyone to introduce herself or himself.

Announcements:

- Lyn distributed a report, STD Advisor, on integration of HIV and STD prevention.
- Tracey distributed a training booklet on facilitating meetings.

2. Public Comment: – None.

3. Scope of Work and Timeline:

- Jenn asked Dara and Tracey to present the history related to the work of the committee. They explained that the work is the third step of the HPPC Priority Setting model, to identify populations in which HIV infections are increasing, but are not yet prioritized. To do this the committee will come up with methods for identifying populations and tracking increases in risk behaviors for HIV. The 2000 Priority Setting Committee and HPPC approved a plan for a "community/provider forum" to identify populations. The Strategic Evaluation Committee of 2000 brainstormed populations about which gaps in prevention information exist. These are tools that the committee can use to do its work.
- Lyn noted importance of connecting to the work of the Research Committee.
- Paul noted name of the committee is not meaningful; he talked about speed users/crack users as a group that has increasing infections.
- The group started to brainstorm the following groups as "emerging populations":
 - Those who seroconvert for benefits

- Incarcerated populations
- Heterosexually identified MSM (how to counsel them without identifying).
- People with mental health issues (addressed as a whole)
- Speed users/crack users

Jenn turned the discussion back to discussion of methods for identifying emerging populations.

The following thoughts were shared:

✓ Question physicians (public and private) regarding recently infected patient trends (include HMOs – Kaiser, etc.)

✓ Question providers that aren't the usual ones that report to HIV prevention

✓ PLUS seminar participants

✓ Counselors

Completion of this discussion is scheduled for the next meeting.

4. Committee Process:

The group agreed to strive for consensus and vote when necessary. They discussed using the "gradients of agreement" as a tool to get to consensus.

5. Elect Committee/Co-Chairs

Jenn offered to Co-Chair the committee and welcomed another person to join her. Arnel said he could be Co-Chair but could not attend Steering Committee. Item tabled to next meeting.

6. Select Regular Meetings Time

Agreed to meet the third to meet 2nd Thursday of month in alternate months of Council meetings.

Agreed to meet the third Thursday of the month 12:00 – 2:00 @ 25 Van Ness Ave. Refreshments: chips, cookies, drinks. Bring your own lunch.

7. Process Evaluation Discussion: Kevin Roe of Community Health

Studies Group facilitated a discussion about evaluation procedures for the committee. The group agreed to use a written evaluation at each meeting. The results will be distributed to the Co-Chairs and HPS staff immediately after the meetings and to the rest of the committee at the following meeting.

8. Meeting adjourned at 6:00 p.m.

**The next meeting of the committee will be
Thursday, March 21, 2002 from 12:00 noon to 2:00 PM in Room 330A
at 25 Van Ness Ave., SF.**



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HIV PREVENTION PLANNING COUNCIL (HPPC)**Emerging Populations Committee****March 21, 2001****12:00 - 2:00pm****25 Van Ness Avenue, Suite 330A****San Francisco****AGENDA**

- | | |
|---|------------------|
| 1. Welcome, Introductions, and Announcements | 12:00 - 12:10 pm |
| 2. Public Comment | 12:10 - 12:20 pm |
| 3. Report from Steering Committee | 12:20 - 12:30 pm |
| 4. Discuss and Approve Needs Assessment Recommendations (vote) | 12:30 - 12:50 pm |
| 5. Elect Committee Chair/Co-chairs (vote) | 12:50 - 1:00 pm |
| 6. Finalize Decisions on Methods for Monitoring Epidemic/
Plan for Implementation (vote) | 1:00 - 1:30 pm |
| 7. Review Timeline for Presentations to Council/Deadlines | 1:30 - 1:40 pm |
| 8. Consider Committee Name Change (vote) | 1:40 - 1:50 pm |
| 9. Closing and Evaluation | 1:50 - 2:00 pm |

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**Emerging Populations Committee
March 21, 2002
12:00-2:00 PM**

Present:

Armel Crocker	Jenn Kaufman
Michael Discepola	Thomas Knoble
Lyn Fischer	Tracey Packer
Steven Gibson	Tae-Wol Stanley
Paul Harkin	

Dara Coan (Harder+Co)

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Absent: Ed Gallagher

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Guest: Brandon Norris

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1. Welcome and Announcements:

Tracey announced that there would be a community member, Billie Jean Kanios, who will join us at the next meeting.

Michael Discepola asked if the Committee could reconsider its meeting time.

2. Public Comment: None

3.a. Approval of minutes 2/14/02:

Yes Vote: Lyn, Paul, Armel, Thomas, Steven Gibson, Jenn and Tracey

Abstain: Michael Discepola and Tae-Wol

3.b. Report from the Steering Committee: Jenn, Thomas, Dara and Tracey attended. The Steering Committee will be working on collaboration with the CARE Council, Treatment on Demand, mental health, STD, and other relevant groups.

4. Discuss and Approve Needs Assessment Recommendations

Armel motioned to approve the recommendations from the MST report. Tae-Wol seconded. Approved by consensus.

Armel also motioned to approve the recommendations from the Latino immigrant MSM report. Approved by consensus.

Distribution of needs assessment results is needed; put on next agenda.

Steven recommended that program managers and other internal DPH staff receive the report.

5. Elect Committee Chair/s:

Jenn and Arnel were nominated as Co-Chairs of the Committee. Both were elected by consensus.

6.a. Finalize Committee Meeting Time:

Agreed to meet - 1st Thursday of every month from 3 p.m. to 5 p.m. Everyone agreed to reserve 4:15 to 4:30 on the 2nd Thursday of every other month (when Council doesn't meet) to come to 25 Van Ness in case of an HPPC vote.

6.b. /7. Finalize Decisions on Methods for Monitoring Epidemic.

Dara presented a proposal for a model and timeline for identifying emerging populations.

The group decided to expand the definition of "emerging populations" to include:

- 1) How to identify new pockets of infection;
- 2) How to address the (not new) pockets of infections where prevention isn't sufficient (inadequately addressed);

Discussion:

- Important to identify factors such as mental health that can be used to identify potential populations
- Intervention may be to work with DPH to make sure new contracts are reaching the populations the committee identifies
- Committee agreed to this definition of emerging populations.
- Recommendation to work with case managers rather than physicians.
- The group agreed to accept the model including:
 - Review of current studies
 - Consider advisory groups
 - Work with Research Committee

Brainstorm Emerging Populations for follow-up assessment:

- Those who seroconvert for benefits
- Incarcerated
- Heterosexual IDU MSM
- People with mental health issues
- Speed users
- PEP users
- Youth (23, MSM)
- Female youth
- MSM – 30+ years old
- Gay men recently moved to SF
- Gay men – 20 years and under who have sex with older men
- Latino and AA men who have sex with white men

- Women who are childhood sexual abuse survivors
- Sex workers (male) who work on the street or are escorts
- Female sex workers in massage parlors
- Class and HIV – different from housing
- Middle-class professionals
- API MTF transgendered individuals
- Party and play non-IDU drug users (primarily MSM) (including alcohol)
- Men in chat rooms for MSM
- FSMSM
- Females under 30 who access emergency contraception
- FTM
- Blind, deaf, other "special populations"
- Crack users across BRPs
- Gay men who are childhood sexual abuse survivors
- Gay men who are childhood abuse survivors

8. Consider Committee Name Change:

The group brainstormed ideas and will determine name at next meeting.

9. Closing and Evaluation:

Jenn adjourned the meeting at 2:00 PM.

2.33

4/02

HIV PREVENTION PLANNING COUNCIL (HPPC)
Emerging Populations Committee
April 4, 2002
3:00-5:00 PM
25 Van Ness Avenue, Suite 330A
San Francisco

AGENDA

- | | |
|---|----------------|
| 1. Welcome, Introductions, and Announcements | 3:00 – 3:10 PM |
| 2. Public Comment | 3:10 – 3:20 PM |
| 3. Approve Minutes from March 21 | 3:20 – 3:30 PM |
| 4. Determine Committee Name (vote) | 3:30 – 3:50 PM |
| 5. Complete Brainstorm of Populations (vote) | 3:50 – 4:10 PM |
| 6. Finalize Methods of Researching Populations (vote) | 4:10 – 4:30 PM |
| 7. Plan Next Steps | 4:30 – 4:50 PM |
| 8. Closing and Evaluation | 4:50 – 5:00 PM |

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**POPULATION ASSESSMENT AND TREND ANALYSIS COMMITTEE MEETING
MINUTES
APRIL 4, 2002**

Present:

Armel Crocker	Jenn Kaufman
Michael Discepola	Thomas Knoble
Lyn Fischer	Tracey Packer
Steven Gibson	Tae-Wol Stanley
Paul Harkin	
Billie-Jean Kanios	Dara Coan (Harder+Co)

Absent: Ed Gallagher

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1. Welcome and Announcements:

- Lyn distributed the STD Monthly STD Report.
- Steven announced that he has resigned from the STOP AIDS Project, effective April 19th. April 24 will be a benefit goodbye party for Steven at 8:00 PM at Harvey's.

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2. Public Comment: None.

3. Approve minutes from March 21st:

Two corrections were made to the brainstormed list of populations. Specify youth under 23 that are MSM and gay men in their 20's. Approved by consensus with changes.

4. Determine Committee Name:

Jenn presented four options for review. The group discussed these and voted.

Member	Vote
Paul	Reassessing Risk Populations
Armel	Population Assessment and Trend Analysis (PA/TA)
Michael	PA/TA
Jenn	PA/TA
Lyn	PA/TA
Steven	PA/TA
Thomas	PA/TA
Tae-Wol	PA/TA
Tracey	abstain

Decision: Committee Name = Population Assessment and Trend Analysis

5. Finalize Methods of Researching Populations

Armel referred everyone to the "Co-Chairs' Proposal for Community Input into 'Focus Populations'" in the meeting packet. He explained that he, Jenn, and Dara met to develop these ideas.

The group reviewed the proposal and added NHOW, DPH, the Seroepi/Surveillance Section, the Research Section, CARE Council for surveying.

The group suggested following up with agencies to gather data that indicate populations are at risk.

Another suggestion is to work with HIV Prevention Section program managers to determine the most appropriate people at each agency to survey. Dara asked committee members to send her their recommendations at each agency. She suggested that committee members could make follow up phone calls.

Armel motioned to accept the first page of the proposal with changes suggested by the Committee. The Committee approved this by consensus.

6. Complete Brainstorm of Populations:

Armel and Jenn explained that instead of reviewing the brainstorm, they would like members of the Committee to add any populations that may have been missed at the last meeting.

Thomas asked about prevention for people who are HIV positive and how that fits into the work of the Committee. After some discussion, the group considered adding a population, sex partners or drug-using partners of HIV positive people, to the list.

This may be an area for the committee to consider, evaluating prevention for positives programs and considering prevention for positives as an intervention for primary HIV transmission.

7. Plan Next Steps:

Armel suggested that the Committee work on ideas for questions for the survey.

Dara will develop a draft of the survey using these suggestions within the next week. She will e-mail a draft for Committee review next week.

Meeting adjourned at 4:30 PM.

2.61
30/02

**HIV Prevention Planning Council (HPPC)
Population Assessment and Trend Analysis Committee**

**Thursday, May 30, 2002
3:00-5:00 PM
25 Van Ness Avenue, Room 710 (7th Floor)
San Francisco**

AGENDA

- | | |
|---|----------------|
| 1. Welcome, Introductions, and Announcements | 3:00 – 3:10 PM |
| 2. Public Comment | 3:10 – 3:20 PM |
| 3. Approve Minutes from April 4, 2002 | 3:20 – 3:30 PM |
| 4. Review Community Survey Results | 3:30 – 4:00 PM |
| 5. Determine Populations for Resource Inventory
and Literature Review (Vote) | 4:00 – 4:40 PM |
| 6. Plan Next Steps/Next Meeting | 4:40 – 4:50 PM |
| 7. Closing and Evaluation | 4:50 – 5:00 PM |

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HIV Prevention Planning Council
Population Assessment and Trend Analysis Committee
Minutes

May 30, 2002

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Present: Arnel Crocker, Michael Discepola, Lyn Fischer, Steven Gibson, Jenn Kaufman, Thomas Knoble, Tracey Packer.

1. Welcome and Announcements: Jenn welcomed committee members and asked for announcements.
2. Public Comment: None.
3. Approval of Minutes from April 4, 2002: Minutes approved by consensus.
4. Review Community Survey Results: Dara Coan of Harder+Co. presented and reviewed the results of the recent community survey. Of the 80 surveys sent to local HIV service providers, to date, 19 surveys have been completed and returned. Comments made on the Community survey were discussed as were various ways of dealing with the issues raised. The committee will meet again in one week, June 6, to further discuss the results of the survey. Charles Klein of the SFDPH will be invited to present to the committee to discuss how other cities are dealing with similar issues. At the June 6 meeting, each member of the committee should provide three ideas on the issues discussed.
5. Closing and Evaluation: Population Assessment and Trend Analysis will need a new representative to the Steering Committee since Jenn is leaving in July for graduate school.

On August 8, the Steering Committee is requesting members from all committees to come to the AIDS Office for a brief meeting, 4:30-5:30 pm, to vote on the letter of concurrence with the 2003 Cooperative Agreement application.

Population Assessment and Trend Analysis Committee

Thursday, June 6, 2002

3:00-5:00 PM

25 Van Ness Avenue, Suite 330A

San Francisco, CA

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JUN 3 2002

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Agenda

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|--|-----------|
| 1. Welcome and Announcements | 3:00-3:10 |
| 2. Public Comment | 3:10-3:20 |
| 3. Review 5/30/02 Meeting Outcome and Plan for Today's Meeting | 3:20-3:30 |
| 4. Discuss Community Survey Results/Identify Themes | 3:30-4:00 |
| 5. Continue Work on "HIV Prevention Within Community Health" Concept | 4:00-4:40 |
| a. Presentation of Approaches in Other Cities - Charles Klein | |
| b. Discussion and Action Steps for Committee | |
| 6. Summary of Discussion and Plan for Next Agenda | 4:40-4:50 |
| 7. Closure and Evaluation | 4:50-5:00 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Population Assessment and Trend Analysis Committee

Minutes

June 6, 2002

3:00 – 5:00 PM

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Members Present: Michael Discepola, Lyn Fischer, Ed Gallagher, Steven Gibson, Jenn Kaufman, Thomas Knoble, Tracey Packer (HPS).

Guests: Charles Klein, Marise Rodriguez, Vanessa Lee

Support Staff: Dara Coan (Harder & Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-taker)

1. Welcome and Announcements

- Jenn Kaufman leaves August 2 to return to school. Council will need a new co-chair.

2. Public Comment

- No public comments made

3. Review 5/30/02 Meeting Outcome

- Overview of lastweek's meeting presented by Tracey Packer and Dara Coan.
- Since previous meeting, 2 additional community surveys have been completed and returned.

4. Discuss Community Survey Results/Identify Themes

- There is agreement among council members that survey results indicated no new emerging populations at risk for HIV infection.
- Committee discussed fine tuning what is currently being done to better reach the current at risk populations.

- Two of the agencies responding to the survey cited Post-Traumatic Stress Disorder as increasing at risk behavior. Dara called one of the agencies for a definition and found that for youth they meant Post-Traumatic Stress as a result of living on the streets, homelessness, emotional and physical abuse etc.
 - Committee discussed the goal of identifying two at risk populations and creating a needs assessment for them. At this point there are not two populations that emerge as newly at risk.
 - There was discussion of how community identity affects and can be a barrier to doing outreach to certain populations.
 - Dara Coan made a list of possible recommendations for DPH to focus on for the next year. Include recommendations here.
5. Continue Work on "HIV Prevention Within Community Health" Concept
- a. Presentation of Approaches in other cities
- Charles Klein made a presentation on how the health departments of other cities use the internet with HIV within health-related approaches and harm reduction.
 - These and international websites talk to people as peers and understand people's burnout on HIV issues.
- b. Discussion and Action Steps for Committee
- The committee agreed that there should be more integration of services in San Francisco. For example, the websites for HIV service providers should link to other agencies.
 - The committee decided to continue the discussion and decision making at the next meeting.
 - There was a consensus among committee members that DPH should take a "holistic" approach to health. Instead of focusing just on HIV prevention, the goal should be overall health and general wellbeing.
6. Summary of Discussion and Plan for Next Agenda-
- The committee will meet Wednesday June 12 from 3:30 – 4:30 PM to prioritize its recommendations for the rest of the year.
7. Closure and Evaluation: the meeting was adjourned at 5:00 pm.

Population Assessment and Trend Analysis Committee

Wednesday, June 12, 2002

3:30-4:30 PM

25 Van Ness Avenue, Room 330A

San Francisco, CA

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Agenda

- | | |
|---|-----------|
| 1. Welcome and Announcements | 3:30-3:35 |
| 2. Public Comment | 3:35-3:45 |
| 3. Approve minutes from 5/30/02 and 6/6/02 | 3:45-3:50 |
| 4. Elect Co-Chair (vote) | 3:50-3:55 |
| 5. Summarize 6/6/02 Meeting Outcome and Discuss Plan for Committee Scope of Work for July - December (vote) | 3:55-4:20 |
| 6. Summary of Discussion and Plan for Next Agenda | 4:20-4:25 |
| 7. Closure and Evaluation | 4:25-4:30 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Population Assessment and Trend Analysis Committee

Minutes

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June 12, 2002

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3:30 – 4:30 PM

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Members Present: Michael Discepola, Lyn Fischer, Ed Gallager, Steven Gibson, Jenn Kaufman, Thomas Knoble, Tracey Packer (AO).

Support Staff: Dara Coan (Harder & Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-taker)

1. Welcome and Announcements

- On August 8 the HPPC will vote on the Letter of Concurrence for the Cooperative Agreement. The meeting will take place from 4:30 – 5:00 PM at 25 Van Ness.

2. Public Comment

- None

3. Approve minutes from 5/30/02 and 6/6/02

- Approval of minutes will take place at the next committee meeting.

4. Elect Co-Chair (Vote)

- Thomas Knoble was elected to represent PA/TA in the Steering Committee for the interim.

5. Summarize 6/6/02 Meeting Outcome and Discuss Plan for Committee Scope of Work for July – December (Vote)

- Dara Coan passed around a list of suggested action steps based on 6/6/02 meeting. The list recommends 3 immediate steps.

- a) Establish a permanent mechanism for assessing and addressing emerging issues or populations in need of a different prevention focus.
 - b) Develop indicators for populations with anecdotal information or data to suggest that they may be at increased HIV risk. Populations include youth, MTF transgender persons, and women (especially via risk related to sex with MSM).
 - c) Conduct needs assessments, formative research, or intervention testing with: heterosexually identified MSM, Non-IDU substance users (including alcohol) involved in the party scene (note: CDC RFP address this).
- The list also suggested 2 possible long-term action steps to work on over the next several months
 - a) Creating linkages/systems regarding mental health, substance use, and HIV including establishing UOS incentives for agencies to provide paraprofessional/professional MH services to clients.
 - b) Shift the focus of HIV prevention toward promotion of health and well being for all at risk populations. Possible ideas for this could include post a banner at the community center, create a top 10 list of ways to stay healthy and stay negative, revise DPH and HPPC websites to reflect this new philosophy, advocate for DPH to support this approach to prevention.

6. Summary of Discussion and Plan for Next Agenda

- The next PA/TA meeting will take place on July 23 from 3:00 – 5:00 PM.

7. Closure and Evaluation

Population Assessment and Trend Analysis Committee

Tuesday, July 23, 2002

3:00-5:00 PM

25 Van Ness Avenue, Room 330B

San Francisco, CA

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Agenda

- | | |
|---|-----------|
| 1. Welcome and Announcements | 3:00-3:05 |
| 2. Public Comment | 3:05-3:15 |
| 3. Approve minutes from 5/30/02, 6/6/02, 6/12/02 (vote) | 3:15-3:20 |
| 4. Summarize Progress of Committee | 3:20-3:30 |
| 5. Review of Comments from HPPC Members on Committee Plans | 3:30-3:45 |
| 6. Discussion of and Plan for Prevention Indicators (possible vote) | 3:45-4:15 |
| 7. Develop Action Steps and Next Agenda | 4:15-4:30 |
| 8. Discussion of Committee Co-Chair (possible vote) | 4:30-4:40 |
| 9. Good-bye and Good Luck to Jenn | 4:40-4:50 |
| 10. Closure and Evaluation | 4:50-5:00 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Trend Analysis and Population Assessment Committee

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Minutes
July 23, 2002
3:00 – 5:00 PM

MAR 29 2006

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Members Present: Michael Discepolo, Lyn Fischer, Tae-Wol Stanley, Jenn Kaufman, Thomas Knobler, Armel Crocker, Tracey Packer (AO)

Guests: Maher Sabry (SWANA), Chris Lymbertos (SWANA), Willi McFarland (DPH)

Support Staff: Dara Coan (Harder & Co.), Vanessa Lee, (AO Intern), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
 - Today is Jenn Kaufman's last day with the council.
2. Public Comment
 - Maher Sabry and Chris Lymbertos representing the HIV issues of South West Asian/North African (SWANA) people spoke to the council regarding the Middle Eastern Community or South West Asian/ North African Community. Since there is a shortage of information on HIV in the community, they would like a needs assessment performed.
3. Approval on Minutes from 5/30/02, 6/6/02, and 6/12/02 meetings
 - Minutes voted on and approved by consensus.
4. Summarize Progress of Committee:
 - Jenn referenced the July 11 Council meeting and noted that the group needs to focus on prioritizing populations for two needs assessments.
 - Mike Discepolo suggested that the Population Assessment/Trend Analysis Committee be consulted whenever DPH makes a decision on how to spend funding. The rest of the committee agreed with this.

- Tae-Wol Stanley proposed the name of the committee be changed from Population Assessment and Trend Analysis to Trend Analysis and Population Assessment (TA/PA). The committee felt that the new name would be more appropriate.
5. Review of Comments from HPPC Members on Committee Plans:
 - Dara Coan passed around the responses to the 7/11/02 HPPC survey that asked for input on the committee's next steps. The responses will be considered during the discussion on next steps.
 6. Discussion of a Plan for Prevention Indicators
 - Willi McFarland made a presentation on prevention indicators currently collected. The presentation led to a discussion on the flow of information surrounding HIV/STD increases and changes in the epidemic.
 - The committee discussed and approved the following motion: In order to effectively monitor the HIV epidemic, HPPC will hear presentations on the current trends from DPH/AO and discuss the prevention implications at least twice a year.
 7. Develop Action Steps and Next Agenda
 - Jenn suggested doing a needs assessment with SWANA (South West Asian/North African) people. This was approved by the committee by consensus.
 - Tae-Wol suggested a needs assessment on heterosexually identified MSM, with emphasis on African Americans and Latinos. This was voted on and approved with consensus by the committee.
 8. Discussion of Committee Co-Chair
 - With Jenn leaving, it was voted on and approved that Arnel would continue to serve as committee chair, with support from Thomas when he is unavailable to attend the committee, or the Steering Committee.
 - Lyn requested that a Steering Committee report be made at each TA/PA meeting.
 9. Good bye and Good Luck to Jenn:
 - Everyone wished Jenn best wishes in her new endeavor and thanked her for her contributions to the leadership of the committee.

10. Closure and evaluation:

- The meeting was adjourned at 5:00 p.m.

(**update:** The August 1 meeting of TA/PA was cancelled. The next meeting scheduled is September 5, 3:00 to 5:00 in Room 330A at 25 Van Ness Ave.)

Population Assessment and Trend Analysis Committee

Thursday, September 5, 2002

3:00-5:00 PM

25 Van Ness Avenue, Room 330A

San Francisco, CA

Agenda

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|---|-----------|
| 1. Welcome and Announcements | 3:00-3:05 |
| 2. Public Comment | 3:05-3:15 |
| 3. Approve minutes from 7/23/02 (vote) | 3:15-3:20 |
| 4. Review of Comments from HPPC Members from August 8 Mtg. | 3:20-3:35 |
| 5. Discuss and Determine Priorities for Needs Assessment (vote) | 3:35-4:00 |
| 6. Begin Discussion on ELI Program | 4:00-4:20 |
- Reminder: This item was referred to the TA/PA committee by the Steering Committee. From the minutes of Steering Committee, 4/25/02: "[Edd] also expressed some concerns about ELI. He wanted to see if this committee could work to improve the evaluation process for San Francisco.
- Steven suggested that we focus on implementing ELI this because it is a requirement, but think about the future for making changes. It was recommended that we send this item to the PA/TA committee. That committee can invite Marise Rodriguez, to come to the Council to do a presentation on ELI, and to continue the discussion."
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|---|-----------|
| 7. Plan Presentation for September HPPC Meeting | 4:20-4:35 |
| 8. Action Steps for the Committee | 4:35-4:50 |
| 9. Closure and Evaluation | 4:50-5:00 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Trend Analysis and Population Assessment Committee

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September 5, 2002

3:00 – 5:00 PM

Minutes

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Members Present: Lyn Fischer, Tae-Wol Stanley, Thomas Knoble, Steven Gibson, Michael Discepola, Armel Crocker (by tele-conference), and Tracey Packer (AO).

Guests: Yasmin Ahmed (SWANA), Chris Lymbertos (SWANA), Ramzi Ramey (SWANA)

Professional Staff: Dara Coan (Harder & Co.), Hieu Ngo (Harder & Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-Taker).

1. Welcome and Announcements: Tracey welcomed the group and announced that Armel would be phoning in for the meeting. The group agreed that Tracey should facilitate in his absence.
2. Public Comment
 - None
3. Approval of Minutes from 7/23/02 meeting
 - Minutes voted on and approved the minutes:

Lyn Fischer-yes	Michael Discepola-yes
Tae-Wol Stanley-yes	Armel Crocker-yes
Thomas Knoble-yes	Tracey Packer-yes
Steven Gibson-abstain	
4. Review of Comments from August 8th HPPC meeting
 - Tracey passed around a draft of the discussion that took place at the August 8 Council meeting for committee members to review and discuss.
 - Dara Coan noted that the short time frame for the presentation did not allow for a full description of TAPA's committee work.

- Thomas Knoble suggested that at the next Council meeting the SWANA representatives could do a presentation. It was felt that if the Council has a better understanding of the SWANA community, then they might be more willing to approve a needs assessment. The SWANA representatives at the meeting passed around information about their community. Michael Discepola suggested that because of the limited scope of the study, the focus should be on MSM SWANA as opposed to the SWANA community as a whole.
- Since there is no census category for the SWANA community, it is unclear exactly how large the community is. This led the committee to discuss how to make contact with the community and do outreach to it. Tracey Packer suggested an action step of looking at what records there are on SWANA population size, any data from counseling and testing, and from studies that collect demographics.
- The SWANA representatives felt that HIV infection rates within their community were significant; however with the shortage of data on their community, it was difficult to confirm. Lyn Fischer recommended that at an upcoming HPPC meeting, SWANA representatives should be present.
- Michael felt that there should be a set of questions for all emerging populations that wish to be included in future needs assessment surveys. These questions would determine that the population meet the qualifications and are a priority for doing an assessment. This motion was voted on and approved by the committee.
- Dara went over the HPPC guidelines on emerging populations. At the next Trend Analysis and Population Assessment meeting the committee will work on creating a list of questions for proposed emerging populations.
- Dara asked the committee for assistance determining ways to reach heterosexual identified MSM for the other needs assessment. This led the committee to come up with several recommendations including the type of interviewer used for the survey. Dara also asked for suggestions about the issues to be addressed by the needs assessment.

6. Closure and Evaluation

- Committee meeting concluded at 5:00 PM

Population Assessment and Trend Analysis Committee

Thursday, October 3, 2002

3:00-5:00 PM

25 Van Ness Avenue, Room 330A

San Francisco, CA

Agenda

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|---|-----------|
| 1. Welcome and Announcements | 3:00-3:05 |
| 2. Public Comment | 3:05-3:15 |
| 3. Approve minutes from 9/5/02 (vote) | 3:15-3:20 |
| 4. Report from Steering Committee | 3:20-3:30 |
| 5. Consider Election of Co-Chair (vote) | 3:30-3:35 |
| 6. Discuss and Finalize Criteria for
Determining Priorities for Needs Assessment (vote) | 3:35-3:55 |
| 7. Apply Criteria to Populations/Determine Priorities (vote) | 3:55-4:15 |
| 8. Update on Needs Assessment #1/Discussion | 4:15-4:25 |
| 9. Begin Discussion on ELI Program | 4:25-4:45 |
| <i>Reminder: This item was referred to the TA/PA committee by the Steering Committee. From the minutes of Steering Committee, 4/25/02: "[Edd] also expressed some concerns about ELI. He wanted to see if this committee could work to improve the evaluation process for San Francisco.</i> | |
| <i>Steven suggested that we focus on implementing ELI this because it is a requirement, but think about the future for making changes. It was recommended that we send this item to the PA/TA committee. That committee can invite Marise Rodriguez, to come to the Council to do a presentation on ELI, and to continue discussion."</i> | |
| 10. Outline Follow Up Action Steps for the Committee | 4:45-4:50 |
| 11. Closure and Evaluation | 4:50-5:00 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Trend Analysis and Population Assessment Committee

DOCUMENTS DEPT.

Minutes

MAR 29 2006

October 3, 2002
3:00 – 5:00 PM

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Members Present: Lyn Fischer, Tae-Wol Stanley, Thomas Knoble,
Steven Gibson, Kevin Roe, Michael Discepola, and Tracey Packer.

Professional Support Staff: Stacy Gratton (Minute-Taker)

Guest: Vanessa Lee (AO).

1. Welcome and Announcements
 - Stacy Gratton solicited comments from the committee members regarding their satisfaction with the snacks provided at the meetings. They noted that they liked what he had brought and would like fresh fruit, along with the cookies.
 - Michael Discepola announced that he will be resigning as co-chair of UCHAPS, Urban Coalition for HIV/AIDS Prevention Services. He will, however, remain on the UCHAPS Steering Committee.
 - Lyn Fischer announced an e-mail that she had forwarded to council members regarding a job opportunity.
2. Public Comment
 - None
3. Approval of Minutes from 9/5/02 meeting
 - Minutes voted on and approved.
4. Report from Steering Committee
 - Steering Committee did not meet in the month of September. At the August meeting, the Steering Committee voted to hold monthly Council meetings starting in 2003.

- Also, in August, Dara Coan of Harder & Co. presented an updated version of the Epidemiologic Profile chapter of the 2001 San Francisco HIV Prevention Plan and the chapter was approved by Steering Committee.

5. Consider election of Co-Chair

- Thomas Knoble was interested in electing another co-chair for the committee, partly because he is starting a new job. Since the end of the year is approaching, and the committee may only meet once or twice more, Tae-Wol Stanley said that he would be willing to serve as co-chair. The committee supported this unanimously.

6. Discuss Priorities for Needs Assessment

- Tracey re-distributed a sheet that was prepared by Dara titled "Questions for Determining Whether a Population Should Be a Priority for Needs Assessment DRAFT September 6, 2002". The committee reviewed and discussed the draft.
- The committee discussed whether the questions developed were an effective screening instrument.
- Michael felt that question 'B' of the hand out should be changed to "what is happening in this population and why do we want to know more about what is happening to HIV in this community". The committee also voted on and approved deleting the first bulleted comment under item '1A' and item '7' on the hand out.
- Thomas questioned what makes a population, are we simply looking at biological aspects or are we also considering other co-factors in a person's life such as behavior?
- The committee resolved to spend the remainder of the meeting coming up with a list of populations, based on all the data gathering conducted so far, for the council to consider possibly doing a needs assessment on. The populations that the committee found interesting for a needs assessment are:
 - i. MSM of SWANA (South West Asian/North African) descent;
 - ii. Speed users (non-IDU) MSM;
 - iii. MSM alcohol users;
 - iv. Non-IDU drug users (all BRPs);
 - v. MSM speed users –not accessing services, sexually active with people of unknown HIV status;

- vi. Female to male transgenders that have sex with MSM;
- vii. MSM that engage in high risk behavior;
- viii. Young African American women that have unprotected sex with both men and women;
- ix. Incarcerated men, women and transgendered individuals;
- x. White MSM and African American MSM that have sex with each other;
- xi. Racial differences/power dynamic during negotiated sex;
- xii. Crack smokers;
- xiii. Recently seroconverted males, females, and transgenders;
- xiv. People who have accessed PEP;
- xv. HIV positive MSM who have unprotected anal intercourse with MSM.

The group considered the list and voted. The three top priorities that emerged were:

- xvi. Racial differences/power dynamic during negotiated sex;
- xvii. Recently seroconverted males, females, and transgenders;
- xviii. Incarcerated men, women and transgendered individuals;

The committee will discuss at the November 7 meeting whether all three priorities will be presented to the HPPC, or one of the three. In the meantime, Dara Coan will investigate the feasibility of needs assessments conducted with each population for the amount of funding available.

- 7. Meeting closed at 5:00PM; next TA/PA meeting scheduled for November 7, 2002.

Trend Analysis and Population Assessment Committee

Thursday, November 7, 2002

3:00-5:00 PM

25 Van Ness Avenue, Room 330A

San Francisco, CA

Agenda

1. Welcome and Announcements 3:00-3:05
 2. Public Comment 3:05-3:15
 3. Approve minutes from 10/3/02 (vote) 3:15-3:20
 4. Report from Steering Committee/Discussion of 2003 Proposals 3:20-3:30
 5. Determine Priority(ies) for Needs Assessment
Proposal to the Council (vote) 3:30-4:00
 - a. Report on Feasibility of 3 Proposed Populations
 - b. Discussion
 - c. Decision
 6. Plan Presentation to HPPC 11/14 4:00-4:15
 7. Update on Needs Assessment #1/Discussion 4:15-4:25
 8. Begin Discussion on ELI Program 4:25-4:50
- Reminder: This item was referred to the TA/PA committee by the Steering Committee. From the minutes of Steering Committee, 4/25/02: "[Edd] also expressed some concerns about ELI. He wanted to see if this committee could work to improve the evaluation process for San Francisco.
- Steven suggested that we focus on implementing ELI this because it is a requirement, but think about the future for making changes. It was recommended that we send this item to the PA/TA committee. That committee can invite Marise Rodriguez, to come to the Council to do a presentation on ELI, and to continue discussion."
9. Closure and Evaluation 4:50-5:00

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Trend Analysis and Population Assessment Committee
November 7, 2002
Minutes

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3:00 – 5:00 PM

Members Present: Lyn Fischer, Tae-Wol Stanley, Steven Gibson, Michael Discepolo, Tracey Packer.

Members Absent: Thomas Knoble, Paul Harkin

Guest Present: Marcel Miranda

Professional Support Staff: Dara Coan (Harder & Co.), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
 - The meeting was chaired by Tae-Wol.
 - On November 13 there will be a forum at the LGBT Community Center called "Bound and Gagged."
 - Lyn announced that funding for the STD campaign, "Healthy Penis" was cancelled.
2. Public Comment
 - Marcel reports that in February there will be a Community Liaison meeting about youth.
3. Approval of Minutes from 10/3/02 meeting (*vote*)
 - Minutes voted on and approved.
4. Report from Steering Committee
 - Steering Committee has been focused on which committees will exist in 2003. It appears that next year's committees will be Research, Community Liaison, Membership, Steering, and possibly one more.

- In 2003 the committees will work on issues such as cost effectiveness of programs and doing a longitudinal study of the effectiveness of HPPC priorities. Mike felt that the collaboration of programs should also be a focus, possibly by the same committee that works on cost effectiveness.

5. Determine Priorities for Needs Assessment (*vote*)

a. Report on Feasibility of 3 Proposed Populations

- Incarcerated Men: Given the limited finances available and the probable need to get Human Subjects approval, it was felt that it may not be feasible to work with this population.
- Recently Seroconverted Males, Females, and Transgenders: Since AIDS Health Project is currently providing a support group for this population, it is felt that it would be feasible to find participants for the study. Dara felt that this would be a good population to study; however, she suggested that the committee specify a certain subpopulation within this group to focus on due to limited funds available for the needs assessment.
- Racial Differences/Power Dynamic During Negotiated Sex: It was felt that this could also be an interesting population to study, but it might be difficult finding people to participate

b. Discussion of Proposed Populations

- Steven felt that TA/PA should make the decision on which of the proposed populations to do the needs assessment on as opposed to referring the issue to the Council to decide. The committee debated the pros and cons of each proposed population in order to choose one to study.
- After debating the three populations, TA/PA chose to recommend a needs assessment study on recently seroconverted people. The discussion then turned to which subpopulation within this group to focus on: MSM (gay identified), Females, or Transgender people. It was decided to focus the needs assessment on gay-identified men for several reasons, such as 1) the high seroprevalence and incidence among this group, 2) the limited amount of funding and time, 3) that HPPC has prioritized a needs assessment with straight identified MSM, 4) the size of the needs assessment would not allow for reaching a large enough sample of women, and 5) a RAP was just conducted with MTF transgendered African Americans.

- Mike thought that it would be interesting to include recently in recovery speed users.

c. Decision on Proposed Population

- Tracey made a proposal to recommend doing a needs assessment study of “Recently Seroconverted Gay Identified MSM”. The TA/PA committee then voted on and approved this proposal by consensus.
- For the sake of the needs assessment study, it was decided that participants should have first tested positive for HIV within the last year. In other words, participants in the study should have had their first positive test within a year of the start of the study.
- The committee discussed who should present the population choice for the needs assessment study to the council for recommendation. Dara stated that Harder & Co. had just finished training recruiters for the study.

6. Closure and Evaluation

- Completed evaluation forms were turned in and the meeting concluded at 5:00PM.

Trend Analysis and Population Assessment Committee
 Thursday, December 5, 2002
 3:00-4:30 PM
 25 Van Ness Avenue, 5th Floor Conference Room
 San Francisco, CA

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|---|-----------|
| 1. Welcome and Announcements | 3:00-3:05 |
| 2. Public Comment | 3:05-3:15 |
| 3. Approve minutes from 11/7/02 (vote) | 3:15-3:20 |
| 4. Report from Steering Committee | 3:20-3:30 |
| 5. Update on Needs Assessments/Discussion | 3:30-3:40 |
| 6. Develop Recommendations for Implementation of HPPC
Discussions of HIV Epi and Prevention Implications | 3:40-4:00 |
| 7. Identify Follow Up Items for Steering Committee | 4:00-4:20 |
| 8. Closure and Evaluation | 4:20-4:30 |

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Trend Analysis and Population Assessment Committee

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Minutes
December 5, 2002

MAR 29 2006

3:00 – 5:00 PM

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Members Present: Lyn Fischer, Tae-Wol Stanley, Steven Gibson,
Michael Discepolo, Kevin Roe, Paul Harkin, Tracey Packer

Members Absent: Thomas Knoble

Professional Support Staff: (AO), Dara Coan (Harder & Co.), Stacy
Gratton (Minute-Taker)

1. Welcome and Announcements
 - The meeting was chaired by Tae-Wol.
 - Steve Gibson announced that the name of his organization is being changed to "Magnet"; it is expected to open sometime in spring.
 - Tracey announced that the January 9 HPPC meeting would be held at the LGBT Community Center.
 - Steve heard that the CDC audit of STOP AIDS Project found that the organization had done nothing wrong.
2. Public Comment
 - There was no public comment.
3. Approval of Minutes from 11/7/02 meeting (*vote*)
 - Minutes voted on and approved with one abstention from Paul Harkin.
4. Report from Steering Committee
 - Tae-Wol implemented a suggestion made at Steering Committee which was to begin the meeting by asking everyone present an icebreaker question.

- Tae-Wol announced that the Membership Committee would like the next diversity training to have a focus on cross-cultural communication; they would also like to have the training facilitator attend a council meeting prior the training.
- The updated Epidemiologic Profile chapter was approved and a cover was chosen.
- Steering committee discussed the HPPC committees being proposed for 2003.

5. Update on Needs Assessment/Discussion

- Dara reported that they have interviewed 7 people thus far for the heterosexually identified MSM needs assessment and they hope to have 7 or 8 more participants interview in the next week. They are also looking at ways to find more people for this study.
- The other needs assessment will be on recently seroconverted people. The plan is to start interviews of this population in early 2003 and the focus will be on people's personal experiences relating to HIV infection. Since interviews of this population will be more intimate and take longer to perform, the committee discussed the financial incentive that should be offered to participants.

6. Develop Recommendations for Implementation of HPPC Discussions of HIV Epidemiology and Implications

- The Council has approved the recommendation from this committee that twice a year it would like a forum for people to come to the Council to voice the trends they are seeing in the HIV epidemic and how to deal with those trends.
- Dara noted Willi McFarland is a good resource for presenting information because he has access to such information.
- Mike said that he has envisioned the meetings as dealing with what is happening on the streets to increase the infection rates. Steve asked since the HIV infection rates are increasing in San Francisco, he would like to see the Council discuss what it can recommend to DPH to help stop the increase.
- It was discussed that Research could be responsible for overseeing the implementation of these Council meetings. After some discussion, the committee decided to recommend to Steering that a new committee be created to handle the meetings, in the committee that

reviews the Plan and determines areas that need to be completed or changed.

7. Identify Follow Up Items for Steering Committee

- The recommendation above was discussed. There are two options, to ask the Steering Committee to include the implementation of the HPPC Discussions of HIV Epidemiology and Implications as part of Cost Effectiveness & Program Effectiveness or as part of Plan Evaluation. People felt that there is a need for and enough work to justify creating two new committees.

8. Closure and Evaluation

- Completed evaluation forms were turned in and the meeting concluded at 5:00PM.

